



North Dakota Department of Health HIPAA Policy

Policy Title:	HIPAA Policies and Procedures	
Policy Number:	P-010	Version: 1.0
Reference:	45 CFR 164.530(i)(2)(3)(4)(5)	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

The NDDoH Health Insurance Portability and Accountability Act (HIPAA) policies and procedures will be amended to comply with changes in the law and the HIPAA requirements.

Exceptions:

None

Procedure:

- The NDDoH will maintain and distribute written policies and procedures necessary to comply with the HIPAA requirements.
- The NDDoH will review the HIPAA policies and procedures, as needed.
- The NDDoH HIPAA policies and procedures will be amended, when needed, in a timely manner.
- Revisions will be approved by the NDDoH Privacy Officer, State Health Officer and the Deputy State Health Officer.
- If amendments affect the NDDoH Notice of Privacy Practice, the notice will be updated and made available.
- The NDDoH staff will be notified and, if appropriate, trained on the amendments made to the policies and procedures.
- Documentation of all changes will be retained for a minimum of six (6) years.

Related Forms:

None

Definitions:

None